UCR Help - Creating a Supplement to the Return A

All agencies are asked to complete a Supplement to the Return-A report on a monthly basis after creating a Return-A report unless they have no offenses on the Return-A, or the only offenses reported were Manslaughter by Negligence or Assault. The Supplement to the Return-A requires that a value be established for property stolen and recovered in each Crime Index category except manslaughter by negligence and aggravated assault. It is necessary to create a Return-A report for the month being reported before creating any supplemental reports for that month.

The following steps should be followed to create a Supplement to the Return A from the UCR Home page: *Note: If the Supplement to the Return-A is being created immediately after submitting the Return-A (by clicking on the yellow "Click HERE" button) skip to step 4 of this process.*

1. At the UCR Welcome Screen, click **"Enter UCR"**. *Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.*

2. Enter User Name and Password. *To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are* **case sensitive**. *If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.*

    Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

    After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

All reports (forms) previously submitted to the UCR Program Office are displayed in the "Reports By Date" window (shown above). The reports are listed by date with the completion and approval status indicated.

The completion status indicates whether or not a monthly UCR package (Return A and required supplemental reports) have been submitted to the UCR Program Office. The approval status indicates whether or not the UCR package has been reviewed for correctness by staff at the UCR Program office. Pending indicates that a report is waiting to be reviewed by staff at the UCR Program Office or has a problem and cannot be approved. Problems with the report will be noted in the "Comments" field located on the lower portion of the Return-A form. Once approved, the approval status will indicate "Approved". The report is considered complete when the completion status is "Complete" and the approval status is "Approved".

3. A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the Return-A form for the ORI and month in which the supplemental report should be added.

*Note: If a Supplement to the Return-A has already been created for the current month, you will be unable to proceed with these steps and will need to refer to the documentation for **"Editing a Supplement to the Return-A."***

4. From the table located at the bottom of the Return–A form (shown below), click the "**Create Supp A**" button to create a new Supplement to the Return A. *Note: DO NOT CLICK "EDIT" ON THE RETURN-A FORM.*

5. Enter information into the **Property by Type and Value** and **Property Stolen by Classification** tables (shown below). There are a number of validation requirements when entering information into these tables. All of the following requirements must be met in order to submit the form:
    - All monetary entries must be rounded to the nearest dollar.
    - The number of actual offenses entered in the Criminal Homicide Section (row 12) of the Supplement must equal the number of actual offenses entered in the Criminal Homicide field (row 11, column 4) of the Return-A.

- The number of actual offenses entered in the Forcible Rape Section (row 20) of the Supplement must equal the number of actual offenses entered in the Forcible Rape Total field (row 20, column 4) of the Return-A.

Supplement to the Return-A

CLASSIFICATION		Number of actual offenses (column 4 Return A)
1. Murder and Nonnegligent Manslaughter	12	2
2. Forcible Rape	20	4
3. Robbery		
(A) Highway (Streets, Alleys, etc.)	31	4
(B) Commercial House (Except C, D, and F)	32	0
(C) Gas or Service Station	33	0
(D) Convenience Store	34	1
(E) Residence (Anywhere on Premises)	35	0
(F) Bank	36	0

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1 Classification of offenses		2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) (include attempts)
1. Criminal Homicide A. Murder/nonnegligent homicide	11	3	1	2
B. Manslaughter by negligence	12	2	0	2
2. Forcible Rape Total	20	4	0	4
A. Rape by Force	21	3	0	3
B. Attempts to Commit Forcible Rape	22	1	0	1
3. Robbery Total	30	5	0	5

Must Equal

- The number of actual offenses entered in the Robbery Section (rows 31-37) of the Supplement must equal the number of actual offenses entered in the Robbery Total field (row 30, column 4) of the Return-A.

Supplement to the Return-A

3. Robbery		
(A) Highway (Streets, Alleys, etc.)	31	9
(B) Commercial House (Except C, D, and F)	32	0
(C) Gas or Service Station	33	2
(D) Convenience Store	34	0
(E) Residence (Anywhere on Premises)	35	3
(F) Bank	36	0
(G) Miscellaneous	37	3
TOTAL ROBBERY	30	17

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		and attempts)		attempts)
1. Criminal Homicide A. Murder/nonnegligent homicide	11	3	1	2
B. Manslaughter by negligence	12	2	0	2
2. Forcible Rape Total	20	4	0	4
A. Rape by Force	21	3	0	3
B. Attempts to Commit Forcible Rape	22	1	0	1
3. Robbery Total	30	17	0	17
A. Firearm	31	7	0	7
B. Knife or Cutting Instrument	32	3	0	3
C. Other Dangerous Weapon	33	4	0	4
D. Strong Arm (Hands, Fists, Feet, etc)	34	3	0	3
1		2	3	4

Must Equal

- The number of actual offenses entered in the Burglary Section (rows 51-56) of the Supplement must equal the number of actual offenses entered the Burglary Total field (row 50, column 4) of the Return-A.

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5. Burglary - Breaking or Entering		
(A) Residence (Dwelling)		
(1) Night (6 P.M. - 6 A.M.)	51	4
(2) Day (6 A.M. - 6 P.M.)	52	3
(3) Unknown	53	4
(B) Non-Residence (Store, Office, etc.) (1) Night (6 P.M. - 6 A.M.)	54	17
(2) Day (6 A.M. - 6 P.M.)	55	3
(3) Unknown	56	3
TOTAL BURGLARY	50	34
6. Larceny - Theft (Except Motor Vehicle Theft)		

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C. Other Dangerous Weapon	43	2	0	2
D. Hands, Fists, Feet, etc - Aggravated Injury	44	2	0	2
E. Other Assaults - Simple, Not Aggravated	45	9	0	9
5. Burglary Total	50	34	0	34
A. Forcible Entry	51	24	0	24
B. Unlawful Entry - No Force	52	9	0	9
C. Attempted Forcible Entry	53	1	0	1
6. Larceny - Theft Total (Except Motor Vehicle Theft)	60	141	0	141
7. Motor Vehicle Theft Total	70	26	4	22
A. Autos	71	16	2	14
B. Trucks and Buses	72	4	1	3

Must Equal

- The number of actual offenses entered in the Larceny Section (rows 61-63) of the Supplement must equal the number of actual offenses entered in the Larceny-Theft Total field (row 60, column 4) of the Return-A.

Supplement to the Return-A

6. Larceny - Theft (Except Motor Vehicle Theft)			
(A) $200 and Over	61		74
(B) $50 to $199	62		60
(C) Under $50	63		7
TOTAL LARCENY (SAME AS ITEM 6X)	60		141

Return-A

B. Unlawful Entry - No Force	52	9	0	9
C. Attempted Forcible Entry	53	1	0	1
6. Larceny - Theft Total (Except Motor Vehicle Theft)	60	141	0	141
7. Motor Vehicle Theft Total	70	26	4	22
A. Autos	71	16	2	14

Must Equal

- The number of actual offenses entered in the Motor Vehicle Theft Section (row 70) of the Supplement must equal the number of actual offenses entered in the Larceny-Theft Total field (row 70, column 4) of the Return-A.

7. Motor Vehicle Theft Total	70	26	4	22
A. Autos	71	16	2	14
B. Trucks and Buses	72	4	1	3
C. Other Vehicles	73	6	1	5

TOTAL LARCENY (SAME AS ITEM 6X)	60	10
7. Motor Vehicle Theft (Include Alleged Joy Ride)	70	22
GRAND TOTAL - ALL ITEMS	77	
Additional Analysis of Larceny and Motor Vehicle Theft		

Must Equal

- The monetary value of all Stolen property as entered in rows 12-70 of the Property Stolen by Classification table must equal the monetary value of the stolen property in rows 1-11 of the Property by Type and Value table.

Property Stolen by Classification Table

TOTAL BURGLARY	50	34	$9,710
6. Larceny - Theft (Except Motor Vehicle Theft)			
(A) $200 and Over	61	74	15972
(B) $50 to $199	62	60	8580
(C) Under $50	63	7	175
TOTAL LARCENY (SAME AS ITEM 6X)	60	141	$24,727
7. Motor Vehicle Theft (Include Alleged Joy Ride)	70	22	$ 42045
GRAND TOTAL - ALL ITEMS	77		$80,117

Property by Type and Value Table

(G) Firearms	07	6052
(H) Household Goods	08	4973
(I) Consumable Goods	09	300
(J) Livestock	10	0
(K) Miscellaneous	11	14347
TOTAL	00	$80,117

Must Equal

- The Number of Actual Offenses entered in Larceny-Theft (rows 61-63) must equal the Number of Actual Offenses entered in Nature of Larcenies Under Item 6 (columns 81-89).
- The Monetary Value of Property Stolen under Larceny-Theft (rows 61-63) must equal the Monetary Value of Property Stolen under Nature of Larcenies Under Item 6 (columns 81-89).

6. Larceny - Theft (Except Motor Vehicle Theft)			
(A) $200 and Over	61	74	15972
(B) $50 to $199	62	60	8580
(C) Under $50	63	7	175
TOTAL LARCENY (SAME AS ITEM 6X)	60	141	$24,727
7. Motor Vehicle Theft (Include Alleged Joy Ride)	70	22	$42045
GRAND TOTAL - ALL ITEMS	77		$80,117
Additional Analysis of Larceny and Motor Vehicle Theft			
6X. Nature of Larcenies under Item 6			
(A) Pocket - Picking	81	26	9031
(B) Purse - Snatching	82	3	28
(C) Shoplifting	83	69	1240
(D) From Motor Vehicles (Except E)	84	25	1138
(E) Motor Vehicle Parts and Accessories	85	1	25
(F) Bicycles	86	1	135
(G) From Building (Except C and H)	87	1	90
(H) From any Coin-Operated Machines (Parking Meters, etc.)	88	5	1400
(I) All Other	89	10	11640
TOTAL LARCENIES (SAME AS ITEM 6)	80	141	$24,727

Must Equal

Must Equal

- The value entered in Motor Vehicles Recovered – Total Locally Stolen must be the sum of Motor Vehicles Recovered – Stolen Locally and Recovered Locally + Motor Vehicles Recovered – Stolen Locally and Recovered by Other Jurisdictions.
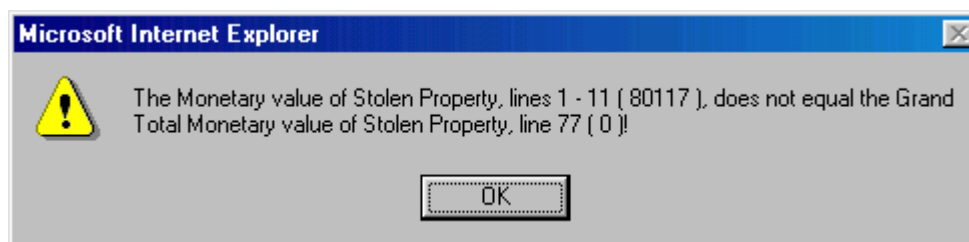
| 7X. Motor Vehicles Recovered			
(A) Stolen Locally and Recovered Locally	91	7	
(B) Stolen Locally and Recovered by Other Jurisdictions	92	1	Row 91 + Row 92 must equal Row 90.
(C) Total Locally Stolen Motor Vehicles Recovered (A & B)	90	8	
(D) Stolen in Other Jurisdictions and Recovered Locally	93	1	

6. When you have completed entry of the supplemental data, click the **"Zero-fill Remaining Fields"** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **"Zero-fill Remaining Fields"** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields   SUBMIT   CALCULATE

7. After you have entered all of the necessary information into the form, you may wish to click the **"Calculate**" button located at the bottom of the page. This will calculate the total of the values entered in the Stolen and Recovered columns and display them in rows 00, 30, 60, 77, and 80.

8. Click on the **"Submit"** button to submit the report.

NOTE: If any of the validation requirements mentioned in step 5 are not met, you will not be allowed to submit the form. An error message, such as the one that follows, will be displayed describing where the discrepancy is located. If you receive a message such as this, click "OK", locate and fix the error, and resubmit the form.

Microsoft Internet Explorer

⚠ The Monetary value of Stolen Property, lines 1 - 11 (80117), does not equal the Grand Total Monetary value of Stolen Property, line 77 (0)!

[OK]

9. You will be prompted with the message *"Are you sure you want to save this form into the UCR database?"* Click **"OK"** to submit the report or "**Cancel**" to return to the Supplement to the Return–A and make additional modifications.

Microsoft Internet Explorer

❓ Are you sure you want to save this form into the UCR database?

[OK]   [Cancel]
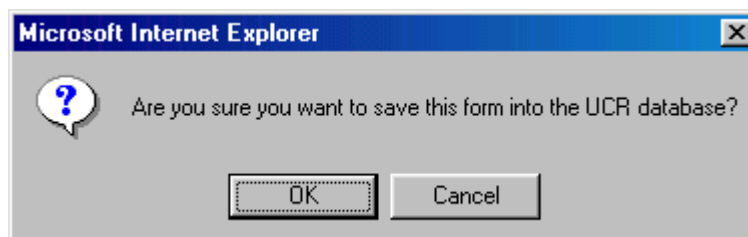
10. If the Supplement to the Return–A was submitted without error, the message *"Your Document has been saved!"* will appear and you can continue to the next form by clicking "**Click Here**" and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating your Supplement to the Return – A was not successfully saved, note the reason given and click the "**Click here to return to your Supp A form**" link. Make the necessary changes to your Supplement to the Return–A Form and resubmit.